

☐ Kate  
☐ EZ Care  
☐ Enrollment

# KIDS' CLUB SCHEDULE CHANGE DROP/ADD FORM

DA

CHILD'S NAME \_\_\_\_\_ GRADE \_\_\_\_\_

## **DROP**

Check the days you would like to **drop** in each program.

Before School: Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_  
After School: Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_

I request the above DROP to be effective for the month of \_\_\_\_\_  
(Month)

NOTE: ALL DROPS must be effective the first of the month in which you request the change to be made. There are no refunds of partial months.

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## **ADD**

Check the days you would like to **add** in each program.

NOTE: Additional days may not be available. Make your selections and our office will contact you if the change cannot be made.

Before School: Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_  
After School: Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_

I request the above ADD to be effective for the month of \_\_\_\_\_  
(Month/Day/Year)

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

School Year tuition is due the 1<sup>st</sup> of the month of care.  
(Ex: September 1<sup>st</sup> for September care)

Schedule changes must be made by the 25<sup>th</sup> of the month, prior to the month you are changing. **No refunds for partial months.**

All schedule changes must be made in writing using the Drop/Add Form and submitted to our office.